

# Stepping Stones Day Nursery & Nursery School Limited

## MEDICATION

When dealing with medication of any kind in the nursery, strict guidelines should be followed.

### Prescription medication

- Prescription medicine can only be given to the person named on the bottle for the dosage stated.
- Medicines should be in their original containers.
- Medicines MUST have instructions / dosage in English. We will not administer any medicine without English instructions / dosage on the label.
- Those with parental responsibility of any child requiring prescription medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of the administration on the appropriate form and another member of staff should check these details.
- Those with parental responsibility should give prior written permission for the administration of each and every medication, however we will except written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstance
  1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
  2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
  3. Parents should notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter.
- The parent should be asked when the child had last been given the medication before coming to nursery; this information should be recorded on the medication form. Similarly when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times.
- At the time of administering the medicine a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication).
- If the child refuses to take the appropriate medication then a note should be made on the form and the parent will be notified soon after by phone.
- Where medication is "essential" or may have side effects, discussion with the parent should take place to establish the appropriate response.

- Wherever possible ask parents to request that GPs prescribe the least number of doses per day, i.e. three x daily, rather than four x daily.
- We ask that children who are taking antibiotics have their initial dosages at home. After this first day the child may return to nursery and we will administer accordingly. This is to ensure the child is used to the medicine and any side effects observed by the parent.

### **Non-prescription medication**

- The nursery will administer non-prescription medication for a period of three days, dependant on the medication or the condition of the child. After this time medical attention should be sought.
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.
- If a child needs liquid paracetamol or similar medication during their time at nursery, such medication should be treated as prescription medication with the \*onus being on the parent to provide the medicine.
- Follow the previous medication procedure.
- On registration, parents will be asked if they would like to fill out a medication form for a specific type of liquid paracetamol, which can be given in the case of an increase in the child's temperature. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of liquid paracetamol and a signed statement to say that this may be administered in an emergency if they CANNOT contact the parent.
- If a child does require liquid paracetamol during the day and the parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form.
- For any non-prescription cream for skin conditions e.g. Sudocreme, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given.
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.
- In the case of medication that may need to be given to a child due to them becoming ill during the day, e.g. liquid paracetamol for temperature reduction, parents will be contacted as soon as possible to ensure all details are correct and that they agree with the dosage being given.

## **Injections, Pessaries, Suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. If this causes a problem in providing appropriate care of a child, please consult Ofsted.

### **Staff medication**

The first aid box for staff should be kept in a readily accessible position, but out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.

### **Storage**

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children and under supervision at all times. If this box is left unguarded at anytime throughout the day, we have a procedure in place to ensure the safety of any child or adult in the nursery, including visitors, parents and siblings able to access the area.

Emergency medication, such as inhalers and Epi pens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times.

Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

All medications should be in their original containers or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agrees to administer medication.

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| <b>This policy was adopted on</b>      | 15/2/2011                         |
| <b>Signed on behalf of the nursery</b> | Date Reviewed                     |
| <b>James Chenery</b>                   | 09/12, 09/13, 09/14, 09/15, 09/16 |
| <b>James Chenery</b>                   | 09/17                             |
| <b>Jane Kelly</b>                      | 09/2018                           |